



## MASTER FILE

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MEMORANDUM FOR Brian Monaghan

Lead Assistant Division Chief for Censuses  
Census Field Division

Through:

Howard Hogan *Howard Hogan*  
Chief, Decennial Statistical Studies Division

From:

Christine Lynch *CL*  
Decennial Statistical Studies Division

Subject:

Observation of Military Group Quarters Address Listing at the U.S.  
Military Academy at West Point, NY, on April 15, 1999

### I. INTRODUCTION

The purpose of my visit to West Point was to educate myself by witnessing a Census 2000 field operation as well as to monitor the implementation of the Quality Assurance (QA) procedures in the Military Group Quarters (GQ) Listing Operation.

### II. OBSERVATIONS

Having already worked in the field for the Census Bureau during the address listing and block canvassing operations, the lister who canvassed West Point was quite familiar with Census 2000 operations. He was very confident and did a good job of explaining to the military contacts exactly why he was there and what types of living quarters do, and do not, qualify as GQ to be listed during the operation. The lister is retired military, and had spent time at West Point during his military career, thus he was quite familiar with the grounds. Also, because of his military experience, he was familiar with the military lingo used by the military contacts. This was quite helpful because often, when asked for what purpose a building was used, the contacts would reply with an acronym, some of which I did not understand. However, the lister knew exactly what they meant and had no trouble determining whether the building qualified as a GQ.

The military contacts did not provide an administrative listing of all GQ, but they did provide a map which showed all of the buildings on the grounds with their building numbers. The lister proceeded exactly as outlined in the manual for Group Quarters Listing on Military Installations (D-510). He started at one building on the provided base map and systematically went over the entire map identifying each GQ, map spotting it on the census map, and entering the appropriate information on the D-351. The lister had a bit of difficulty locating the specific census map which corresponded to the map provided by the military contacts. This was because there were maps which represented land that was property of West Point, but did not contain any buildings at all, let alone any GQ. Also, according to the military contacts, some of the maps with which the lister was sent were entirely irrelevant, containing no military-owned land at all. Thus, the lister was required to sort through a lot of maps before he located the appropriate map on which to start. After finding the maps which corresponded with the installation map, the lister encountered no problems in performing his duties.

According to the QA procedures the lister was to select a sample of GQ on the base, verify that he had correctly transcribed the GQ information onto the D-351, and check that the geocoding information was correct for each GQ in the sample. Then he was to travel to each GQ in the sample to make certain that the map spot was located in the proper block and perform a coverage check at each GQ. During the coverage check the lister was to determine the functions of any buildings to the immediate left and right of the GQ and verify that these buildings were appropriately listed, if necessary.

The lister at West Point did not perform the QA according to the procedures. He did not do a transcription check. This may have been because he was not provided with an administrative list and thus would have nothing against which to check his work. He did not go to a sample of the GQ for the geocoding, map spot, and coverage checks. He did, however, drive around the base to assure that he had not missed any GQ in his listing. He also did go to one GQ, the hospital, to verify all of the information given to him by the contact people.

### III. CONCLUSIONS

The Military GQ Address Listing Operation seemed to be running smoothly, judging by my visit to West Point. The two things I found that could be improved are:

1. The lister should be given all maps that contain land owned by the military installation, but efforts should be made not to give the lister any superfluous maps that will not be needed. This would save the lister some time by enabling him/her to find the appropriate maps in a timely manner. By doing this, the lister would appear more prepared, instead of fumbling through maps to find the right one, which would give the military contact people a more positive view of the lister, and the Bureau as a whole.

2. The importance of conducting QA according the procedures should be impressed upon the listers. While I feel that the West Point lister did an excellent job, he did not perform the QA according to procedure. I believe that, had he done the QA properly, he would have found that he had committed no errors, but even cases with no errors need to be documented.

cc:

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